

---

## CHAPTER 34

### MARRIAGE LICENSE E-FILE SYSTEM

**CONTACT:****Jill Russell**[jill.russell@courts.IN.gov](mailto:jill.russell@courts.IN.gov)

Direct: 317-234-2734

30 S. Meridian St., Suite 500

Indianapolis, IN 46204

Main: 317-232-2542

Fax: 317-233-2605

---

The Judicial Technology and Automation Committee, Indiana State Department of Health and the Indiana State Library partnered to automate the process for issuing marriage licenses at local Circuit Court Clerks' offices. The goal is to collect all the information required just one time and store records electronically so information is easy to retrieve and transmit for state agencies as required by [Ind. Code 31-11-4-18](#). The database is also searchable which facilitates matching up the completed certificates of marriage.

The [Marriage License E-file System](#) is a web-based application available through INCite. Clerks use the system to automate and expedite functions previously done on paper. As of Fall of 2013, eighty-eight (88) counties were using the system. The electronic system captures the information entered by the Clerk who prints an application for the couple to sign attesting to the accuracy of the personal information. A Marriage License form for the Officiant to sign upon solemnization is also created. The officiant simply returns the license after the ceremony, as required by [Ind. Code 31-11-4-16](#) and the clerk electronically enters the officiant's information, date and location of marriage.

The system gives clerks the ability to print a marriage license directly from the web-based system and eliminates the need to purchase costly paper record books. Clerks can also quickly search for marriage records statewide. When a marriage record is found, the county which originally produced the license may print certified copies without the need to search through stacks of record books.

The public [Online Marriage License Application](#) (OMLA) feature permits couples to enter most of the required information before they visit the courthouse to apply for their marriage license. This dramatically reduces the time clerks spend processing applications and the time applicants have to spend in the Clerk's Office.

Last modified 2/19/14